



11275 SOUTHERN MARYLAND BLVD • DUNKIRK, MD 20754  
301-855-3555 • 410-286-8500 • FAX 410-286-2984

[WWW.DUNKIRKBAPTISTCHURCH.ORG](http://WWW.DUNKIRKBAPTISTCHURCH.ORG)

## Wedding Policy

(Revised December 2016)

The wedding ceremony is one of the most sacred moments in the life of any person. It is not a social event, but a religious ceremony in which a man and a woman invoke the blessings of God in holy wedlock.

In order for Dunkirk Baptist Church to be of the greatest assistance at this important and sacred time the following policy has been instituted with regard to weddings.

### 1) **The Wedding Date**

- a) It is important that arrangements be made for rehearsals and for the ceremony so that neither will conflict with other scheduled activities of the church.
- b) The date and the hour of the wedding rehearsal as well as date and hour of the wedding ceremony must be cleared with the pastor or his representative.
- c) If neither the bride nor the groom is a member of Dunkirk Baptist Church, approval for the wedding will not be given until both have had a personal conference with the pastor prior to setting a wedding date.
- d) The date of the wedding must be determined at least **three months** in advance. Arrangements must also be made at this time if the reception is to be held at the church.
- e) No wedding will be scheduled on holidays or on Sundays unless authorized by the pastor. Saturday weddings must not be scheduled later than 7 p.m. due to the use of the church building on Sunday.

### 2) **Marriage License and Legal Requirements**

- a) The bride and groom are responsible for obtaining their marriage license. For legal requirements, please see the Clerk's Office, Circuit Court for Calvert County, MD website: <http://www.courts.state.md.us/clerks/calvert/marriagelicense.html> or call 410-535-1600.
- b) Although Maryland law allows same-sex marriages, it is Dunkirk Baptist Church policy, in keeping with its Statement of Faith, that "Marriage is the uniting of one man and one woman in covenant commitment for a lifetime." Accordingly, Dunkirk Baptist Church will not allow our facilities to be used for same-sex marriages.

### 3) **The Minister**

- a) It is recommended that one of the pastors of Dunkirk Baptist Church conduct weddings in the church. The bride and groom must arrange the initial (premarital orientation) conference with him three to four months in advance of the ceremony.
- b) Couples who wish the services of a minister other than a pastor of Dunkirk Baptist Church must consult with the pastor for his approval and recommendations regarding the wedding and the use of the church building.
- c) If an outside minister performs the ceremony, our church requires that a member of our staff be present during the rehearsal and wedding.
- d) Due to the schedule of the senior pastor, he may assign another ministerial staff member to officiate the wedding and to conduct the premarital counseling sessions with the consent of the couple.
- e) Couples who wish the services of a pastor of Dunkirk Baptist Church are encouraged to attend at least one of the regular worship services of the church prior to the wedding.



11275 SOUTHERN MARYLAND BLVD • DUNKIRK, MD 20754  
301-855-3555 • 410-286-8500 • FAX 410-286-2984

[WWW.DUNKIRKBAPTISTCHURCH.ORG](http://WWW.DUNKIRKBAPTISTCHURCH.ORG)

## Wedding Policy

(Revised December 2016)

### 4) **The Church**

- a) Access will be granted to the church 1 hour prior to wedding rehearsals and 2 hours prior to weddings, without exception. Access will end 2 hours after start of rehearsal, wedding or reception.
- b) Access is also granted during normal business hours which are 9 a.m.-4 p.m., Monday – Thursday.
- c) Floral deliveries, decorating and other visits must occur during the hours stated above, without exception.
- d) If fresh flower petals are to be dropped in the aisle, an aisle runner must be used.

### 5) **Premarital Counseling**

- a) Couples will be required to complete a premarital inventory and to purchase premarital material as shown in the fee schedule. The premarital material fee will be included in the final payment made at the last counseling session.
- b) Couples are required to attend a 1 ½ -hour premarital orientation and at least three 1-hour counseling sessions prior to the wedding. Additional sessions may be required. The fee for the premarital orientation and for the three counseling sessions is included in the fee for the pastor listed in the fee schedule.
- c) Both the groom and the bride must be present for the counseling sessions.
- d) Depending on the number of weddings that are scheduled, group counseling may be done in conjunction with the other wedding candidates.
- e) The pastor reserves the right to withdraw from performing the ceremony should he conclude that a significant issue affecting the marriage remains unresolved.

### 6) **The Music**

- a) A wedding ceremony is an act of worship between a groom and a bride who are believers in, and followers of, the Lord Jesus Christ. The resulting sacred union is cause for celebration to be shared with family and friends. Accordingly, the music chosen for the ceremony, and for a reception on the church campus, must honor God and reflect the sacred nature of the event. The words and message of the music must be clear and doctrinally sound. Songs that have ambiguous or abstract meaning, or which need to be explained to the listener, are probably not good selections. Music not designed specifically for use in a church must affirm the life-long commitment required of marriage. Songs celebrating only the physical or romantic nature of love are probably not appropriate for the wedding ceremony.
- b) All music must be submitted for review to determine whether or not it is acceptable. Provide title, author, artist and lyrics no later than noon, 30 calendar days before the wedding date.
- c) It is recommended that the church pianist be used when available. The pianist may be scheduled through the pastor or his representative (music director, church office or event coordinator).
- d) When the wedding party makes its own arrangements for an accompanist or soloist, the party must



11275 SOUTHERN MARYLAND BLVD • DUNKIRK, MD 20754  
301-855-3555 • 410-286-8500 • FAX 410-286-2984

[WWW.DUNKIRKBAPTISTCHURCH.ORG](http://WWW.DUNKIRKBAPTISTCHURCH.ORG)

## Wedding Policy

(Revised December 2016)

have the approval of the pastor or his representative.

- e) Fees for other accompanists and/or soloists, other than the church pianist and/or soloist, are to be privately arranged and are not the responsibility of the church.
  - f) Church pianist and soloist, if used, are required to attend both the rehearsal and the wedding.
- 7) **Receptions** The kitchen and facilities of the church are available for receptions following the wedding ceremony, subject to the following conditions:
- a) All receptions must be coordinated with the church Hospitality Committee chairperson.
  - b) All receptions must be terminated and the church premises vacated by 10 p.m.
  - c) No reservations will be accepted for a time when the facilities are needed for a regularly scheduled church activity.
  - d) The kitchen and facilities must be left clean by the person(s) providing refreshments. If dishes or utensils owned by the church are used, they must be washed, dried, and returned to their proper place in the kitchen.
- 8) **Photographs and Videotaping** Pastoral staff will review these items during counseling sessions. Photographers and videographers shall not stand on seats.
- 9) **Decorations**
- a) The church may be decorated only at times suitable to the schedule of the church.
  - b) The person(s) decorating the church are responsible for removing the decorations, including flowers, from the building immediately following the ceremony and picture taking.
  - c) Only dripless candles can be used and must be placed in candelabra to prevent dripping on the floor.
  - d) Decorations may not be attached to any part of the building or furniture with nails, staples, screws, thumbtacks, glue, etc. Spring clips and painter's tape are acceptable. No furniture may be moved or rearranged without specific permission from the pastor or a staff member.
- 10) **Sound System**
- a) A DBC Audio/Visual Team member will operate the sound and video equipment.
  - b) A DBC Audio/Visual Team member will control all electric lighting.
  - c) A DBC Audio/Visual Team member is required to attend both the rehearsal and the wedding.
- 11) **Regulations**
- a) No alcoholic beverage in any form may be served or consumed on the church premises. No smoking is allowed in the church buildings.
  - b) No person under the influence of alcohol may participate in the wedding ceremony. The pastoral staff



11275 SOUTHERN MARYLAND BLVD • DUNKIRK, MD 20754  
301-855-3555 • 410-286-8500 • FAX 410-286-2984

[WWW.DUNKIRKBAPTISTCHURCH.ORG](http://WWW.DUNKIRKBAPTISTCHURCH.ORG)

## Wedding Policy

(Revised December 2016)

reserves the right not to perform the ceremony if members of the wedding party are intoxicated.

- c) No dancing or dances are permitted on the church premises.
- d) Rice may not be thrown on the church premises. Birdseed may be thrown outside the church building only. If birdseed is used, it shall be blown (via leaf blower) to grassy areas within 2 hours after the start of the wedding, or within 2 hours after the start of the reception if on the premises.

### 12) **Wedding Reservation Form**

- a) The bride and groom are required to sign the attached reservation form agreeing that they will comply with the regulations listed above. The reservation will be considered firm when the pastor has approved the wedding.
- b) If the wedding is called off, the church must be notified no later than one week prior to wedding date. The deposit is non-refundable.

### 13) **Payment**

- a) A non-refundable deposit of \$250.00 is required to reserve the facilities of Dunkirk Baptist Church. The deposit must accompany the completed Wedding Reservation Form and will be credited to the total fee.
- b) The balance is due on the final premarital counseling session or 30 days prior to the wedding, whichever occurs first. The church is responsible for distributing the fees to the appropriate people.
- c) Checks should be made out to "Dunkirk Baptist Church."

### 14) **Fees** Please see the Wedding Reservation Form for the fee schedule.



11275 SOUTHERN MARYLAND BLVD • DUNKIRK, MD 20754  
 301-855-3555 • 410-286-8500 • FAX 410-286-2984

WWW.DUNKIRKBAPTISTCHURCH.ORG

## Wedding Reservation Form

(Revised December 2016)

This application is to be completed by the bride and groom.

### Bride's Information

Name \_\_\_\_\_ Church Member? Y or N  
 If not a member, of what church are you a member? \_\_\_\_\_  
 Present Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Evening phone \_\_\_\_\_

### Groom's Information

Name \_\_\_\_\_ Church Member? Y or N  
 If not a member, of what church are you a member? \_\_\_\_\_  
 Present Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Evening phone \_\_\_\_\_

### Bride & Groom status (for wedding inventory use only)

- Form F** couples who are being married for the first time and who have not lived together prior to marriage
- Form C** couples who live together, preparing them for the changes that will happen when after the commitment of marriage
- Form R** couples in which one or both persons have been previously married

Initial Meeting Date with Pastor: \_\_\_\_\_ Pastor Approval to Marry: \_\_\_\_\_

Does either have a parent who is a member of Dunkirk Baptist Church?  Yes  No

Wedding Rehearsal: Date \_\_\_\_\_ Time \_\_\_\_\_ Wedding: Date \_\_\_\_\_ Time \_\_\_\_\_

Approximate number of guests \_\_\_\_\_ Fellowship Hall Use:  Yes  No

	Needed	Member	Non-Member	Paid
Deposit (required)		\$250.00	\$250.00	
Sanctuary		Free	\$155.00	
Kitchen/Fellowship Hall		Free	\$75.00	
Pastor		\$250.00	\$400.00	
Premarital counseling material		\$15.00	\$15.00	
Pianist (2 sessions)		\$125.00	\$160.00	
Soloist, 1 or 2 songs (2 sessions)		\$100.00	\$125.00	
Each additional song		\$25.00	\$25.00	
A/V (required) (2 sessions)		\$60.00	\$85.00	
Cleaning Services (required)		\$60.00	\$95.00	
Staff (If outside minister officiates)		\$125.00	\$125.00	
Total				
Balance remaining				

Please return this *Wedding Reservation Form* with the required \$250 deposit to the church office. The balance is due per this Wedding Policy. Keep the *Wedding Policy* for your records and return only the *Wedding Reservation Form*.

I have read and accepted the *Wedding Policy* of Dunkirk Baptist Church and will cooperate accordingly to have a meaningful and well-planned wedding. I understand that I am responsible for all damage occurring to the building and property as a result of my (or any of my guests) usage of the facilities.

Signature of the Bride \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Groom \_\_\_\_\_ Date: \_\_\_\_\_